

**Town of Natick
Job Description**

Position Title:	Procurement Manager	Grade Level:	3
Department	Procurement	FLSA Status	Exempt
Reports to:	Deputy Town Administrator/ Operations		

Statement of Duties: The purpose of this position is to provide the Town of Natick with a staff member with the training, knowledge, and skill to.

Supervision Required: The employee works the work is conducted under direction of the Deputy Town Administrator of Operations.

Supervisory Responsibility: The employee performs varied and responsible functions requiring independent judgment and action within the context of Massachusetts Procurement Laws Chapter 7C (Designer Selection), Chapter 30B (Services and Supplies), Chapter 149 (Building Construction) and Chapter 30 § 39M (Public Works), Chapter 193 of the Acts of 2004 and Natick By-Laws.

Accountability: Errors in judgment could affect missed deadlines, monetary loss, legal repercussions, labor/material costs, fines, and programs being jeopardized.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practices, procedure, regulation, or guideline.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Confidentiality: Access to confidential information is required pertained to department records, bids, and contracts.

Work Environment: Judgments and actions provide potential for delay of projects, loss of services and significant financial repercussions including potential litigation.

Nature and Purpose of Contacts: Position interacts with co-workers, the public and external contacts such as vendors, bankers, attorneys, or other professionals to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons.

Occupational Risks: Risk exposure is similar to that found in typical office settings.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as expert resource to all town departments; issues memoranda regarding updated state contract provisions/requirements, develops and revises town-wide Procurement Policy as appropriate and provides training on the Policy.
- Writes bid specifications, advertises to solicit responses to requests for proposals/invitations to bid in accordance with MGL and Natick By-Laws Article 41.
- Accepts and opens all bid documents in accordance with statutory requirements and produces a list of responsive bidders which is forwarded to the awarding authority.
- Ensures compliance with all Central Register requirements under MGL c 9, § 20A and Goods and Services requirements under MGL c 30B, § 5.
- Works with Department Heads to dispose of town surplus supplies, vehicles and personal property in accordance with MGL c 30B and Town of Natick By-Laws.
- Maintains all bid document records including bids, bid tabulations, advertisements and addenda.
- Maintains index of all fully executed contracts.
- Evaluates requests for exceptions to existing procurement policies and makes recommendations to appropriate authority relative to accommodation of the request.
- Reviews all requisitions submitted by town departments for purchase order accuracy, cost efficiency and proper accounting identification.
- Conducts pre-bid sessions and pre-construction meetings, responds to questions concerning the bidding process, and issues addenda as required to all registered bidders.
- Disposes of all bid document records per Records Disposal Schedule.
- Assists departments by checking references on potential vendors.
- Interacts with the Department of Labor and Industry (responds to inquiries such as wage rates for specific projects), Inspector General's Office (answers bid protest questions; serves as Chief Procurement Officer's delegated agent; participates in training program for the MCPPO certification process), and Operation Services Division (provides

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oversight for state contracts and participates in required training programs).

- Monitors activity and prepares reports for the Town Administrator to submit to state and federal authorities relative to contracts awarded to entities owned/operated by minority/disadvantaged individuals as certified by the State Office of Minority and Women Business Assistance.
- Produces procurement-related correspondence such as award/rejection letters, return of bid deposits, and letters of consideration to be presented to the Board of Selectmen.
- Investigates sources of supply for prices and conducts comparative cost surveys.
- Provides assistance to the Deputy Town Administrator of Operations.
- Monitors certified payrolls for all town construction projects.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's degree in business, accounting or a related field; and three (3) to five (5) years of public purchasing related experience or an equivalent combination of education and experience.
- Computer skills required.

Special Requirements:

- Maintains current certification as a Massachusetts Certified Public Purchasing Official which requires a minimum of 12 continuing education units annually.
- A valid Driver's license.

Knowledge, Abilities and Skill

Knowledge:

- Working knowledge of the Goods and Services requirements contained on the State's website.
- Thorough knowledge of state statute and regulations concerning bidding and contracts.

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Abilities:

- Ability to write and prepare bid specifications, advertise and open bids and recommend award of a contract to the appropriate awarding authority.
- Ability to handle multiple tasks and deadlines simultaneously.
- Ability to keep confidential information garnered from bid proposals, interested bidders list, price proposals, capital improvement projects, construction projects and basic MGL 30 B procurements for the Town.

Skill:

- This hands-on position requires significant computer skills in applications such as Word, Excel, and MUNIS (accounting system).
- Interpersonal skills in order to work effectively with all town departments, Board of Selectmen and committees as well as state and federal agencies.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties require minimal motor skills; such as computer operations, filing, sorting, and office equipment operations.

Visual Skills:

- Having the ability to read and see.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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